



RECORDS RETENTION AND DISPOSITION SCHEDULE

Health, Department of. Epidemiology Resource Center: Tuberculosis and Refugee Health.

Agency: Health, Department of		Division: Epidemiology Resource Center	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	85-773	<p>TB MORBIDITY RECORDS</p> <p>Indiana Local Health Departments submit electronically Report of Tuberculosis (SF 14058) for all suspected and confirmed cases of active tuberculosis, and Report of Treatment for Latent TB Infection (SF 49894) only for those being treated through the State TB Drug Program, utilizing the Indiana State Health Gateway, Indiana National Electronic Disease Surveillance System (INEDSS), and Indiana TB SWIMSS (Tuberculosis Statewide Monitoring and Surveillance System). Included in the electronic/hard copy records are lab reports, x-rays, and all related clinical information. For active cases only, the ISDH prepares the Report of Verified Case of Tuberculosis, federal OMB Form #0920-0026. All information is then submitted electronically to the U.S. Department of Health and Human Services, Centers for Disease Control and Prevention (CDC) in Atlanta, Georgia. For all other providers, Report of Tuberculosis or Report of Treatment for Latent TB Infection State Forms may be faxed to ISDH who will forward the information to the appropriate local health department jurisdiction for electronic entry. Disclosure of these records may be affected by IC 16-41-8-1.</p> <p>TRANSFER one (1) copy of TB Annual Reports to the INDIANA ARCHIVES for EVALUATION, SAMPLING and WEEDING pursuant to archival principles after two (2) years.</p>	<p>DESTROY hard copies of closed verified TB cases seven (7) years after the year counted. DESTROY hard copies of Latent TB reports two (2) years from the year reported. MAINTAIN electronic records permanently in the TB SWIMSS database for research purposes. (These are also permanently available at the U.S. CDC.)</p>
2	2000-34	<p>REFUGEE ASSURANCE INFORMATION FILES</p> <p>Reports of arriving refugees are received from the Division of Global Migration and Quarantine (DGMQ), the regulatory division within the Center for Disease Control and Prevention (CDC) that is responsible for notifying jurisdictions of newly arrived refugees, via an electronic system, Electronic Disease Notification (EDN). Overseas medical exams are downloaded from EDN and then uploaded to ITARA (Immigrant TB and All Refugee Application), and the local health department jurisdiction is notified, take necessary steps, and notify the Indiana State Department of Health of their actions. Disclosure of these records may be affected by IC 16-41-8-1.</p>	<p>DESTROY hard copy after one (1) year.</p>

3	2000-35	FOREIGN QUARANTINE-TB WAIVERS Reports of arriving refugees/immigrants with a tuberculosis classification, requiring evaluation and follow-up are received via an electronic system, Electronic Disease Notification (EDN). Overseas medical exams are downloaded from EDN and this information is then uploaded to ITARA (Immigrant TB and All Refugee Application), and the local health department jurisdiction is notified, take necessary steps, and returns the tuberculosis follow up worksheet to ISDH. Disclosure of these records may be affected by IC 16-41-8-1.	DESTROY/DELETE after seven (7) years.
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